

<p style="text-align: center;">ACF Administration for Children and Families</p>	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
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INFORMATION MEMORANDUM

TO: Head Start and Early Head Start Grantees and Delegate Agencies

SUBJECT: Certifying Eligibility for Enrollment in Head Start Programs

INFORMATION: This Information Memorandum supersedes the provisions of ACF-IM-HS-09-01.

The requirements for establishing proof of eligibility for the enrollment of children in Head Start programs are documented in 45 CFR 1305.4(e). Each child's record must include a signed statement by an employee identifying those documents which were reviewed to determine eligibility. Presently there is no uniform document which the employee must sign.

The lack of uniformity in enrollment records, in the past, has lead to determinations that erroneous payments may have been made because of poor documentation.

Erroneous payment reviews are required by the Improper Payments Act and are conducted on site for each program receiving an annual or triennial review. In order to facilitate an efficient and accurate determination of eligibility, we ask that all programs use the attached template for determining eligibility and include the form in each child's record.

Use of this template cannot be required by the Office of Head Start without the review and approval of the Office of Management and Budget; however, OHS will request a review and if approved, will require that all children's records contain the form.

The Head Start Eligibility form has been updated. The child's date of entry was removed from the form. The current form is not required; however, grantees should ensure that any form currently in use contains all of the elements in the attached form.

/ Patricia E. Brown /

Patricia E. Brown
Acting Director
Office of Head Start

Head Start Eligibility Verification



1. Child's name: _____

2. Child's date of birth: _____

3. Check the applicable category of eligibility for this child:

☐ Income (*check box that applies*):

☐ *Below federal poverty guidelines*

☐ *Between 100-130% of federal poverty guidelines
(no more than 35% of enrolled children may fall into this category)*

☐ Over- Income

☐ *Counted as part of 10% maximum for non-AI/AN programs)*

☐ *Counted as part of the 49% maximum for AI/AN programs)*

☐ Public assistance

☐ SSI

☐ Homeless

☐ Foster Care

4. What documentation was used to determine eligibility?

☐ Income Tax Form 1040

☐ W-2

☐ TANF documentation

☐ Pay stub or pay envelopes

☐ Unemployment

☐ Written statements from employers

☐ Foster care reimbursement

☐ SSI documentation

☐ Other

If Other, please explain: _____

Documentation of no income: _____

5. Staff signature: _____ Date of eligibility verification: _____

6. Staff name: _____ Title: _____